

## Alexandria Old Town Farmers' Market Seeks an SNAP/EBT Coordinator/Intern

### Background Information:

Would you like to learn about local food systems while helping provide local and fresh food to low-income community members? Volunteer with Alexandria Old Town Farmers' Market as our EBT Coordinator!

The City of Alexandria, Department of General Services is seeking a highly motivated individual to serve as the EBT Coordinator at the Old Town Farmers' Market. This unpaid volunteer position will provide support for the new Electronic Benefits Transfer (EBT) program at the Old Town Farmers' Market (located at Market Square, 301 King Street, Alexandria, VA).

The EBT program will allow individuals to utilize their Supplemental Nutrition Assistance Program (SNAP) benefits, formerly known as food stamps, at the Market to purchase eligible items including fresh fruits and vegetables.

### Position Description:

This is an unpaid, part-time position, which requires a minimum of 4 hours of work per month—one Saturday/month at the market. The EBT Coordinator is responsible for providing support for the planning, design and implementation of the EBT program throughout the Farmers' Market season and performing related administrative tasks and outreach activities.

### Responsibilities:

- Understand Old Town Farmers' Market token exchange process, guidelines and requirements for the implementation of the SNAP program and other incentive programs like the Double Dollar program, and be able to accurately communicate information about those programs to market vendors and diverse customers.
- Operate the SNAP terminal and dispense SNAP tokens according to established procedures.
- Manage and take responsibility for accuracy of paperwork, tracking, and before and after market accounting associated with the token system according to established procedures.
- Maintain adequate levels of all supplies for operating the token system including: paper scrip, POS paper rolls, promotional materials, charged batteries, etc.
- Assist in setting up the information booth table and signs.

- Provide general customer service, such as answering questions about the SNAP program and helping customers in search of specific vendors or products.
- EBT outreach, advertising, and promotion.

**Requirements:**

Friendly and outgoing; Strong customer service skills and experience; Financial/accounting and secure cash handling experience; Ability to work in an environment requiring flexibility, responsiveness, and multi-tasking; Ability to work outdoors in various weather conditions; An interest/passion in farmers markets, local economic development, and place-making; Excellent time management and organizational skills; Fluency in Spanish and/or language other than English is a plus.

**Work Schedule:**

The EBT program will be offered at the Old Town Farmers' Market Year round on Saturdays, 9:00 am – 12:00 pm. Interested applicants should be willing commit to a regular schedule of 6 months with the possibility of an extension.

**How to Apply:**

Interested applicants should email a brief resume to Sara Rhoades at [sara.rhoades@alexandriava.gov](mailto:sara.rhoades@alexandriava.gov)